

IF CORRESPONDENCE IS NECESSARY PLEASE
QUOTE THE REFERENCE NUMBER SHOWN
OPPOSITE THE ADDRESS



ALL COMMUNICATIONS SHOULD BE
ADDRESSED TO:
AUSTRALIAN BUREAU OF STATISTICS
IN YOUR STATE OR TERRITORY
(For address and telephone number see below)

AUSTRALIAN BUREAU OF STATISTICS

SURVEY OF TRADESMEN AND APPRENTICES, 30 SEPTEMBER 1977

There has been widespread concern for many years, particularly among employers, over shortages of skilled tradesmen and the adequacy of current arrangements for training in the skilled trades.

The Commonwealth Government has appointed a national Committee of Inquiry into Education and Training to examine, among other things, training arrangements for the skilled trades "having regard to both current and foreseeable problems of industry relating to shortages of specific categories of tradesmen". The Committee, headed by Professor B. R. Williams, comprises representatives from education, industry and the trade union movement. It is to report to the Prime Minister on the appropriate provision of educational facilities and services (including technical education), following its assessment of labour market and other requirements.

As the existing information on the skilled trades labour force is inadequate for the Committee's needs, it has asked the Australian Bureau of Statistics to conduct a survey of tradesmen and apprentices.

Your assistance is sought in completing the enclosed form. Particulars of tradesmen and apprentices are required in respect of the employer named in the address box above, but only for employees in this State or Territory. Interstate employees, employees of associated businesses and employees of sub-contractors should be excluded.

This return is required under the authority of the *Census and Statistics Act 1905* and must be completed in all cases.

Information supplied in individual returns is **CONFIDENTIAL AND FOR STATISTICAL PURPOSES ONLY** and will not be disclosed to any person or to any government authority.

Please post the completed return in the enclosed post-free envelope to reach this office not later than 11 October 1977. If you expect to have difficulty in doing so (e.g. because of delays in contacting other establishments of your enterprise) or you require assistance in completing the questionnaire, or if you need more forms, please contact the Australian Bureau of Statistics **IMMEDIATELY** at the address or telephone number shown below.

NEW SOUTH WALES

The Deputy Commonwealth Statistician
Box 796, G.P.O.,
SYDNEY. N.S.W. 2001
Telephone : 297704, 297705 or 297706

VICTORIA

The Deputy Commonwealth Statistician,
Box 2796Y G.P.O.,
MELBOURNE. VIC. 3001
Telephone : 65 26079 or 65 26404

QUEENSLAND

The Deputy Commonwealth Statistician
345 Ann Street,
BRISBANE. QLD 4000
Telephone : 33 5674

SOUTH AUSTRALIA

The Deputy Commonwealth Statistician
Box 2272, G.P.O.,
ADELAIDE. S.A. 5001
Telephone : 228 9911

WESTERN AUSTRALIA

The Deputy Commonwealth Statistician
1-3 St George's Terrace,
PERTH. W.A. 6000
Telephone 326 3422 or 326 3423

TASMANIA

The Deputy Commonwealth Statistician
Box 66A G.P.O.,
HOBART. TAS. 7001
Telephone : 20 4938

NORTHERN TERRITORY

The Statistician,
Box 3796 P.O.,
DARWIN. N.T. 5794
Telephone : 80 2726

AUSTRALIAN CAPITAL TERRITORY

The Australian Statistician,
P.O. Box 10,
BELCONNEN. A.C.T. 2616
Telephone 52 6574

SURVEY OF TRADESMEN AND APPRENTICES, 30 SEPTEMBER 1977

Office use only

SECTION A : SKILLED TRADES OCCUPATIONS – NUMBER OF EMPLOYEES AND VACANCIES 30 SEPTEMBER 1977

Before completing this return please read the definitions and instructions on page 3.

SKILLED TRADES OCCUPATIONS (see paragraphs 2&3)	Office use only	Number employed on 30 September 1977				UNFILLED VACANCIES FOR TRADESMEN (see paragraph 9)	
		APPRENTICES (see paragraph 4)	PERSONS EMPLOYED AS TRADESMEN (see paragraph 5)			Total	For Qualified Tradesmen Only
			TOTAL (see paragraph 6)	QUALIFIED (see paragraph 7)	UNQUALIFIED (see paragraph 8)		
Building trades							
Carpenters, joiners	1						
Painters, decorators/signwriters....	2						
Plumbers/gasfitters.....	3						
Bricklayers	4						
Plasterers	5						
Roof slaters and tilers	6						
Other building tradesmen	7						
Metal trades							
Toolmakers, diemakers	8						
Fitters and/or turners	9						
Boilermakers	10						
Welders	11						
Sheet metal workers	12						
Metal machinists	13						
Motor mechanics	14						
Other metal tradesmen	15						
Electrical trades							
Electricians	16						
Electrical mechanics	17						
Electrical fitters	18						
Radio, TV mechanics and repairmen	19						
Other electrical tradesmen	20						
Vehicle trades							
Vehicle body builders	21						
Vehicle body painters	22						
Panel beaters	23						
Other vehicle tradesmen	24						
Printing trades							
Hand and machine compositors ..	25						
Printer, letter press	26						
Printers, other	27						
Other printing tradesmen	28						
Food trades							
Butchers	29						
Breadmakers and bakers	30						
Cooks	31						
Other food tradesmen	32						
Other tradesmen							
Cabinet makers	33						
Other wood and furniture tradesmen	34						
Clothing, footwear and textile tradesmen	35						
Other (please specify) _____							

TOTAL							

How many of these persons are aged 50 years or over?

Approximately what percentage of these totals has been
estimated (if any)?

%%

SECTION B : TOTAL NUMBER OF EMPLOYEES ON THE PAYROLL (or Payroll Tax Return if applicable) in this State or Territory on 30 September 1977
(See paragraph 10)

TOTAL NUMBER OF EMPLOYEES

Major activity of your organisation

Please comment briefly on any unusual features affecting this return

Name of person to be contacted if any queries arise

(Mr, Mrs, Miss, Ms)

Telephone No.

STD Code

Signature

Date

SURVEY OF TRADESMEN AND APPRENTICES, 30 SEPTEMBER 1977

DEFINITIONS AND INSTRUCTIONS FOR COMPLETING THE RETURN

Before completing the questionnaire on page 2, please read carefully the instructions and definitions shown below and the general instructions on page 1.

1. In Section A on page 2 please show: the number of **Apprentices**; the **Total** number of persons working as **Tradesmen**, with separate figures for those who are **qualified** and those who are **unqualified**; and the **Total** number of **Vacancies** for tradesmen, with separate figures for the vacancies available only for qualified tradesmen. In **Section B** show the number of employees in this State or Territory on 30 September 1977 for the employer named in the address box above.
2. In Section A separate figures are required for each of the skilled trade occupations specified. If you have employees or vacancies in a skilled trade occupation that is not listed in the trade group most closely associated with your industry (e.g. metal trades), please refer to other trade groups and enter the details against the appropriate occupation, if listed. If the occupation is not listed, enter the details against "Other" for the appropriate trade group. If you have no employees or vacancies in skilled trades please write **NIL** in Section A of the return.
3. A **SKILLED TRADE OCCUPATION** for the purposes of this survey is an occupation which *normally* requires the employee to have received training by means of apprenticeship. Exclude other occupations which, though requiring high levels of skill, are not generally apprenticeable trades.
4. **APPRENTICES** comprise all those employees who are training for a skilled trade occupation and who are normally indentured to an employer and recognised by an appropriate apprenticeship authority. However, trainee apprentices (NSW only) and "probationers" should also be included.
5. **PERSONS WORKING AS TRADESMEN** are employees other than apprentices working in skilled trade occupations. The term *tradesmen* includes females as well as males. Foremen, leading hands, etc., in charge of tradesmen and doing the work of tradesmen should be included as persons working as tradesmen. Supervisors, etc., who are engaged mostly in managerial or administrative functions should be excluded even though they may be qualified tradesmen. Persons assisting tradesmen, e.g., tradesmen's assistants, labourers, etc., should not be included.
6. **TOTAL TRADESMEN** should be in all cases the total number of qualified and unqualified tradesmen working in a skilled trade occupation on the survey date. If your records do not enable you to distinguish qualified tradesmen from other persons working as tradesmen, and you are unable to obtain this information by other means, give careful estimates of the numbers in each category. If estimates are given for qualified and/or unqualified tradesmen, report in the appropriate box at the foot of Section A the proportion of the total/s that has been estimated. If you are unable to supply estimates please contact the Australian Bureau of Statistics immediately at the address or telephone number shown on page 1.
7. **QUALIFIED TRADESMEN** are tradesmen who have :
 - completed an apprenticeship in Australia, or
 - obtained tradesmen's status under the Tradesmen's Rights Regulation Act, or
 - obtained a tradesmen's qualification overseas which is generally accepted in Australia, or
 - obtained a Certificate of Service in New South Wales under the provisions of the Apprenticeship Act without completing a formal apprenticeship,
 and are working in their relevant trade occupation.
 For the purpose of this survey membership of a trade union is not in itself evidence of tradesman qualifications.
8. **UNQUALIFIED TRADESMEN** are tradesmen who, although not qualified, are doing work which would usually be done by qualified tradesmen, and are being paid as tradesmen.
9. **UNFILLED VACANCIES** for tradesmen refers to the number of vacancies available for filling on 30 September, for which you were actively trying to find or recruit employees from outside your organisation. Actively trying to find or recruit employees includes efforts to fill vacancies by advertising; by factory notices; by notifying government or private employment agencies or trade unions; and by contacting, interviewing or selecting applicants already registered with your organisation. *Exclude* vacancies not immediately available for filling on 30 September; and vacancies for work to be done under contract, e.g., by building subcontractors. *Exclude* vacancies for apprentices. As well as the total number of unfilled vacancies, please show separately vacancies which you would fill *only* by employing qualified tradesmen.
10. **NUMBER OF EMPLOYEES** refers to the number on the payroll (or Payroll Tax Return if applicable) in this State or Territory for the employer named in the address box above on 30 September. Include in Section B *all* employees at all locations in this State or Territory, *including* managerial employees, part-timers, temporary and seasonal workers, etc. Please complete Section B even if you have shown **NIL** in Section A.

SURVEY OF TRADESMEN AND APPRENTICES, 30 SEPTEMBER 1977

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Other vehicle tradesmen	24					
Printing trades						
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Other tradesmen						
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Other (please specify) _____						

TOTAL						

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Approximately what percentage of these totals has been estimated (if any)?

% %

SECTION B : TOTAL NUMBER OF EMPLOYEES ON THE PAYROLL (or Payroll Tax Return if applicable) in this State or Territory on 30 September 1977 (See paragraph 10)

TOTAL NUMBER OF EMPLOYEES

Major activity of your organisation

Please comment briefly on any unusual features affecting this return

Name of person to be contacted if any queries arise

(Mr, Mrs, Miss, Ms)

Telephone No.

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Signature

Date